



May 11, 2022

DR. EDGARDO E. TULIN
University President
Visayas State University
Baybay City, Leyte

RE: Donated Fire Truck Spare Part

Dear *Dr. Tulin*:

May this letter find you well.

Allow me to inform your good office that the Motor Pool Services Office conducted the maintenance servicing of the university fire truck last quarter 2021. During inspection and testing, we noticed water leaks from its pumping system. Hence, we assessed and traced the defects and found out that the compressor housing of the pumping system was the culprit.


In good faith, we immediately request fund for the replacement and it was approved.

However, our office was not informed about the donation of the unit and the procurement of the said item was already in place and in fact, as of this moment the requested item was already in our office waiting for installation

The undersigned seeks your comment and advise on this part. See attachments for your reference

Thank you and best regards!

Respectfully,


MARLON G. BURLAS
Motor Pool Services Head

